

EDITED TASK LISTING

CLASS: EXECUTIVE ASSISTANT

NOTE: Each position within this classification may perform some or all of these tasks.

1.	Prioritizes, researches, summarizes, and assembles confidential and sensitive departmental/program documents to produce information for meeting/discussion preparation and response to verbal/written inquiries (e.g., media, outside agencies, public, legislative offices, etc.) utilizing departmental resources (e.g., institutional/departmental files, Department Operations Manual (DOM), Administrative Bulletins (AB), etc.) using own initiative and/or under the direction of an Administrator/Warden.
2.	Acts as liaison between Administrator/departmental staff and others (e.g., law enforcement agencies; community, legal, Governor's, and legislative offices, etc.) in order to relay information/instruction utilizing email and other communication devices using own initiative and/or under the direction of an Administrator/Warden.
3.	Attends executive/medical staff meetings to capture discussions key points/assignments and produce meeting minutes for dissemination to attendees and others utilizing various forms of note taking (e.g., shorthand, tape recording, laptop, etc.) under the direction of an Administrator/Warden.
4.	Using own initiative, conducts informational meetings with clerical support staff to provide updates/changes to departmental clerical procedures (i.e., CDC Secretarial Handbook) by providing verbal and/or written instructions, sample formats, informational listings, etc.
5.	Implements computer-based management information systems for tracking purposes (e.g., assignments, incoming correspondence, staff/inmate incidents/complaints, etc.) for the Administrator/Warden to maintain assignment control and information source as needed.
6.	Assists in the coordination of staffing requirements (e.g., reviewing applications, interviewing candidates, etc.) and office workload within the executive office in order to equalize workload and ensure assignments are completed timely utilizing communication and coordination techniques, as needed.
7.	Follows up on projects and requests assigned to staff/program to check on status of projects and ensure deadlines are met utilizing an automated tracking systems, email, and other communication devices, as needed.
8.	Maintains the Administrator's/Warden's meeting/travel calendar in order to effectively manage their daily schedules utilizing computer-based program or day planner, as needed.

EDITED TASK LISTING

CLASS: EXECUTIVE ASSISTANT

NOTE: Each position within this classification may perform some or all of these tasks.

9.	Provides and/or directs the secretarial support services/tasks (e.g., type, screen/redirect telephone calls, file, timekeeping, verify travel advance claims, order equipment/supplies, review incoming correspondences, respond to e-mails, etc.) for the Administrator/Warden to facilitate the completion of routine office workload/tasks utilizing various office equipment (e. g., personal computers, fax, etc.), as needed.
10.	Reviews, analyzes, and monitors correspondence for format, content, grammar, and compliance with departmental clerical policies and procedures to produce accurate and complete documents utilizing CDC Secretarial Handbook, Gregg Reference Manual and other references, as needed.
11.	Acts as a resource to institutional clerical staff and as a liaison to headquarters/regional office clerical staff to promote information sharing in order to standardize departmental documents, policies, and procedures utilizing verbal and written communication, CDC Secretarial Handbook, Gregg Reference Manual and other references, as needed.
12.	Independently composes correspondence for the Administrator's/Warden's signature in an effort to provide relief and assistance from routine administrative details utilizing own expertise and knowledge of the subject, CDC Secretarial Handbook, Gregg Reference Manual and other references, as needed.
13.	Schedule and coordinate meetings for the Administrator/Warden to share information and review/set policies related to departmental issues utilizing automated scheduling system, planners, voice mail, email, etc., using own initiative and/or under the direction of an Administrator/Warden.
14.	Make travel arrangements (including preparation of travel advance and travel claim) and hotel accommodations for the Administrator/Warden to provide relief and assistance from time-consuming routine travel details utilizing contracted travel agencies, departmental forms and procedures, etc., as needed.
15.	Arrange audio and video conferences between various administrative staff to share information and review/set policies related to departmental issues utilizing contracted telephone carriers, automated scheduling system, planners, voice mail, email, etc., using own initiative and/or under the direction of an Administrator/Warden.
16.	Provide or arrange secretarial coverage for the Director's Office, Regional Office or Youth and Adult Correctional Agency to provide temporary clerical support utilizing a listing of qualified staff and coordinating with their supervisor, as requested.

EDITED TASK LISTING

CLASS: EXECUTIVE ASSISTANT

NOTE: Each position within this classification may perform some or all of these tasks.

17.	Review, screen, redirect, and process incoming mail while prioritizing for time-sensitive issues for the Administrator's/Warden's immediate attention utilizing own expertise and experience, CDC Secretarial Handbook, Gregg Reference Manual and other references, as needed.